



**ST KILDA HEBREW CONGREGATION INC** REG. NO: A1256

ABN: 26 428 090 013

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Office hours Mon to Thu 9:00am - 5:00pm, Fri 9:00am - 1:00pm

📘 [facebook.com/stkildashule](https://facebook.com/stkildashule)

📺 [youtube.com/user/stkildashule12](https://youtube.com/user/stkildashule12)

## Code of Professional Conduct

### 1. AUTHORITY

St Kilda Hebrew Congregation Inc “SKHC” employees, volunteers and representatives (collectively known hereinafter as “Shule Representatives”) must declare conflicts of interests.

### 2. CODE OF ETHICS

Shule Representatives shall uphold the following principles and ethics.

### 3. PERSONAL STANDARDS

#### 3.1. PERSONAL PRESENTATION

While attending to SKHC matters, Shule Representatives will dress in a manner which will be a credit to SKHC.

#### 3.2. PERSONAL LIVES

While representing or seen to be representing SKHC, Shule Representatives will endeavour to comply with all aspects of the law and conduct their personal affairs in a manner which does not interfere with their duties, or bring SKHC into disrepute.

### 4. RELATIONSHIPS WITH OTHERS

#### 4.1. PUBLIC

Shule Representatives will treat all members of the public in a courteous and polite manner at all times. Shule Representatives recognise that, in their role with SKHC, they may be involved in situations where members of the public become distressed. At such times they will endeavour to remain calm and avoid confrontation.

#### 4.2. COLLEAGUES, OTHER BOARD MEMBERS

Shule Representatives will treat other Shule Representatives of SKHC with respect and offer them support and encouragement at all times. They will respect the right of all colleagues to work in an environment free of harassment, discrimination and victimisation.

Where a Shule Representative is involved in a dispute with another employee, volunteer, member of a committee or representative of SKHC, s/he shall seek correct avenues to have the issue addressed rather than to permit the relationship to adversely affect SKHC.

#### 4.3. LAY LEADERSHIP TO STAFF

*For members of the Board/Committees:* Shule Representatives will treat all staff with respect and be careful not to abuse their role on the Board or Committee by making demands on staff that exceed the fair demands of any other member of SKHC. Where s/he wishes to have a concern addressed, s/he will refer his/her concern to the Chief Executive Officer to refer through normal line management.

#### 4.4. HEALTH AND SAFETY

The health and safety of Shule Representatives and others whom s/he comes into contact with during his/her work in SKHC is of critical importance. Shule Representatives will ensure that their actions at all times are safe and promote health, safety and welfare and that s/he will take appropriate action



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when s/he observes an incident or situation which poses a risk to his/her or other's health, safety and welfare.

## 5. CONFORMITY WITH POLICY AND PROCEDURES

Shule Representatives agree to act within the operating policies and procedures of SKHC and will adhere to the chain of command.

Shule Representatives will notify their line manager (or, in the case of Board or Committee members, the President) in the instance where s/he acts outside the defined protocols and guidelines. Shule Representatives accept that such instances will be subject to review by the Chief Executive Officer (or, in the case of Board or Committee members, by the President).

## 6. CONFIDENTIALITY

Shule Representatives will not disclose any information that s/he comes to know as a result of his/her association with SKHC to any person other than colleagues within SKHC and, then, only where those colleagues need such information to assist in the management of the issue at hand nor will s/he disclose other than to a Statutory body as required by law such confidential information. Shule Representatives acknowledge that disclosing information about others, even where such information came to the Representative outside of the SKHC setting, may be a breach of halachic principles of *lashon hara*, *avak lashon hara*, *rechilus* or *motzi shem ra*.

The above clause shall not be misconstrued to preclude anyone reporting to people in Authority (either within SKHC or to government) regarding suspicion of unlawful or dangerous activity including, but not exclusively, breaches of Occupational Health and Safety, discrimination as discussed under the relevant SKHC policy or potential criminal breaches of our Protection of Children and Other Vulnerable Persons Policy.

Shule Representatives understand that disclosing confidential information may pose a legal liability to themselves and SKHC and may be in breach of the commonwealth Privacy Act 2001.

*For members of the Board/Committees:* Shule Representatives accept that matters of utmost confidentiality need be discussed at meetings and that, should any one breach such confidentiality, s/he would accept the reluctance of other members to discuss further confidential matters in his/her presence.

## 7. ABUSE OF ASSOCIATION WITH SKHC

Shule Representatives agree not to use their association with SKHC for personal and financial gain, whilst still associated with SKHC.

## 8. BREACH OF PROFESSIONAL CONDUCT

Shule Representatives acknowledge that a serious or persistent breach of this code of professional conduct may lead to the dismissal of an employee or volunteer. In the case of members of a committee, the Board would consider appropriate disciplinary action.